

## Georgia State Board of Cosmetology and Barbers

### Continuing Education Standards

#### Programs Which Qualify.

- 1) The overriding consideration in determining whether a specific program qualifies as acceptable continuing education is that it be a formal program of learning which contributes directly to the professional competence of an individual licensed to practice as a Master Cosmetologist, Hair Designer, Nail Technician, Esthetician or Teacher/ Instructor by the State of Georgia, and which meets the minimum standards of quality of development and presentation and of measurement and reporting of credits (hours) set forth in the Statement on Standards for Formal Continuing Education Programs published by the Georgia State Board of Cosmetology and Barbers, or such other educational standards as may be established from time to time by the Board.
- 2) **Subject Matter:** The following general subject matters are acceptable so long as they meet the standards specified in subsection (1) ;
  - (a) Principles of Master Cosmetology as defined in O.C.G.A. §43- 10- 1
  - (b) Principles of Nail Care as defined in O.C.G.A. §43- 10- 1
  - (c) Principles of Esthetics as defined in O.C.G.A. §43- 10- 1
  - (d) Principles of Instruction
  - (e) Public Health Issues and Concerns
  - (f) Salon/Spa Management Courses
  - (g) Taxes and the Internal Revenue Service
  - (h) Computer Sciences
  - (i) Oral and Written Communications
  - (j) Functional fields of business (e.g., finance, production, marketing, personnel relations and skills, business management.
  - (k) Specialized Skill Areas.
  - (l) Business Administration (e.g., college level, post graduate level)
- 3) **Subjects of study** other than those listed above will be acceptable if the applicant can demonstrate to the Board that they contribute directly to his/her professional competence. The responsibility for substantiating that a particular program is acceptable and meets the requirements rests solely upon the applicant.
- 4) **Each Master Cosmetologist, Hair Designer, Nail Technician, Esthetician or Teacher/Instructor is responsible** for determining in advance that the courses which he/she proposes to attend are being sponsored by an approved provider.
- 5) **Continuing Education Programs** requiring physical class attendance:

All programs will be measured in terms of fifty-minute segments or contact hours. The shortest recognized program will consist of one contact hour. A contact hour is 50 minutes of continuous participation in a group program. Under this standard, credit is granted only for full contact hours. For example, a group program lasting 100 minutes would count for two hours; however, one lasting 51 to 99 minutes would count for only 1 hour. For continuous conferences and conventions, when individual segments are less than 50 minutes, the sum of the segments should be considered one total program. For example, five 30 minute presentations would equal 150 minutes and should be counted as 3 contact hours. Sponsors will be required to monitor group programs in order to accurately assign the appropriate number of credit hours for participants who arrive late or leave before a program is completed. Credit will be allowed for a question-and -answer period, but will not be allowed for introductions, announcements or other activity which may be a part of the program;

**(A) General requirements and responsibilities of program developers, sponsors or providers:**

1. An outline of the program is prepared in advance by the program developer, sponsor or provider and retained by the student.
2. Program states learning objectives and specify program level\*.
3. Program developers should be qualified in the subject matter and be knowledgeable; whose formal training and experience qualify him/her as a competent instructor;
4. Program developers state the prerequisites for education, experience, or both for all programs
5. Hours of continuing professional education shall be calculated in full hours only; 50 minute standard equals 1 contact hour.
6. Program developers should ensure materials are technically accurate, current and sufficient to meet the program's learning objectives; and specify the instructional methods to be used in the delivery of the material.
7. Program developers should ensure the facility and instructor/participant ratio are adequate for the number of participants.
8. Program developers should ensure effective means for evaluating program quality.
9. Courses must be those in which actual attendance by the licensee shall be required; however, the Board in its discretion, may permit a licensee to make use of audio and/or video continuing education course material in cases of hardship. Request for consideration must be made to the Board, in writing, and will be considered on the merits of the individual case.
10. A record of registration and attendance through the entire program must be maintained, a copy of which is retained by the student.

**(B) The following programs will qualify provided the requirements listed above are met:**

1. Professional development programs of recognized national and state Cosmetology organizations;
2. Technical sessions at meetings of recognized national and state Cosmetology organizations and their chapters;
3. University or college courses. Credit courses, each semester credit hour shall equal 15 hours. A quarter credit hour shall equal 10 hours;
4. Noncredit courses from a college or university. Each classroom hour shall be deemed to be one hour of continuing professional education. The subject matter of these classes must meet the standards of continuing education of the State Board of Cosmetology and Barbers;
5. Formal organized in-salon or multi-salon education programs. Portions of meetings devoted to administration and salon matters cannot be included;
6. Programs in other recognized organizations (e.g., CPR, IRS) that meet the standards set forth by the State Board of Cosmetology and Barbers;
7. Formal correspondence or other individual study programs may qualify provided that they are developed and conducted by qualified persons, require registration, and provide evidence of satisfactory completion. Programs should be pre-tested to determine average completion time, and credit shall be calculated at one-half of the average completion time.
8. Credit may be awarded for published programs provided they contribute to the professional competence of the applicant. Credit for preparation of such programs may be given on a self-declaration basis up to 25% of the total hours required.
9. Only hours in class will be counted.
10. Credit as an instructor, discussion leader or speaker will be allowed for any meeting provided that the session is one which would meet the continuing education requirements of those attending. The credit allowed an instructor, discussion leader or speaker will be on the basis of one hour of continuing education credit for each hour of teaching. No additional credit will be allowed for repetition of the same program;

11. Classes or course materials with emphasis on product endorsement or product knowledge with the intent to create sales for a distributor or manufacturer or individual are not considered courses designed to develop the skill of the Cosmetology Professional, not disregarding the need for product information on use and know how. The arena for continuing education should be devoted to expanding the mind and technical skill level of professionals and should be left generic with total focus on the purpose of Continuing Education. Therefore, class content will remain generic.

#### **Responsibilities of Providers, Sponsors and Developers.**

- 1) Each approved provider of continuing education for the State Board of Cosmetology and Barbers shall provide a means of registration of the participants at each program and a record of attendance shall be maintained for a period of five (5) years.
- 2) The provider shall also furnish to each participant a certificate of attendance to evidence his/her successful completion of the program. This certificate of attendance shall contain the following information:
  - a. Name and license number of participant;
  - b. Name of provider;
  - c. Instructor's name;
  - d. CPE/CEU hours awarded;
  - e. Date of attendance;
  - f. Location of class;
  - g. Certification Number issued by Board
  - h. Name of class.

#### **Reporting of Continuing Education Credits at Renewal.**

At the time of license renewal, each licensee shall certify to the Georgia State Board of Cosmetology and Barbers that he/she has completed the continuing education required to practice as a Master Cosmetologist, Hair Designer, Nail Technician, Esthetician or Teacher/Instructor. The licensee must provide a signed statement of certification, under penalty of perjury, that all applicable continuing education requirements have been met.

- 1) All licensees shall maintain their Certificate of Attendance for five (5) years after the completion of the program. This certificate must be submitted to the Board upon request to confirm attendance at and completion of continuing education course. The certificate will include the following information:
  - a. Name and license number of participant;
  - b. Name of provider;
  - c. Instructor's name;
  - d. CPE/CEU hours awarded;
  - e. Date of attendance;
  - f. Location of class;
  - g. Certification Number issued by Board;
  - h. Name of class.

Evidence to substantiate completion shall take the form of certificates of attendance, attendance records, examinations, transcripts, or other such independently verifiable evidence acceptable to the Board, signed by sponsor, provider or developer.

- (a) The Board will verify on an audit basis information submitted by applicants for renewal. In cases where the Board determines that the continuing education requirement is not met because of extenuating circumstances, the Board in its discretion may grant an additional period of time to obtain the required hours